

AGENDA
BOARD OF CONTROL

Mayor's Conference Room
Monday, May 7, 2018 2:30 PM

Action	Description	Reference No.
1. Amend – Hazardous Tree Removal Project		BC-18-138
2. Renew – Professional Svs Contract – Promo Exams – Fire		BC-18-139
3. Award – Professional Svs Contract – Promo Exams – Police		BC-18-140
4. Renew – Professional Svs Contract – Safety Committee		BC-18-141
5. Award – Cove Park Shelter		BC-18-142
6. Award – Professional Svs Contract – Design Services for Fischer Rd. Waterline		BC-18-143
7. Award – Professional Svs Contract – Legal Services		BC-18-144
8. Amend – Professional Svs Contract – Lakewood Wellness Foundation Planning Task Force		BC-18-145
9. Renew – Professional Svs Contract – Financial Auditing Svs		BC-18-146
10. Award – Public Works Garage Roof Improvements		BC-18-147

***Next Meeting is Monday,
May 21, 2018; 2:30 PM***

Mayor
Finance Director
Law Director
Public Works Director



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-18-138

May 7, 2018

Board of Control
City of Lakewood, Ohio 44107

Subject: **Amend Contract – Hazardous Tree Removal Project**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Works; Division of Streets/Forestry, and the attached letter of recommendation, I am submitting for your consideration this request to amend a contract with **Woodland Tree Service, Inc.** in an amount of **\$20,000** to perform additional **Hazardous Tree Removal services**, including stump grinding within the city limits as outlined in Bid No. 18-001. Contract award with Woodland Tree Service, Inc. now totals \$85,000.

Woodland Tree Service, Inc. submitted the lowest and best responsive and responsible bid for this program.

Contracting Authority:	Ordinance 43-17 \$200,000
Contracting Balance:	\$20,000 / \$0
Funding:	General Fund
Account Distribution:	101-3032-464-39-10 \$65,000
Account Balance:	(\$1,375) / (\$21,375)
Contract Approved by Law:	Yes ____ / NO ____ / PO ____ / c/c ____
Object Code:	Reforestation
Commodity Code:	968-088
Bid Reference:	Bid No. 18-001

Kim Smith
Purchasing Manager

Amend PO
88457
up to \$85,000

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jenn Pae Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____



MEMORANDUM

DATE: April 16, 2018
TO: Kim Smith, Purchasing
FROM: Chris Perry - Division Manager/Arborist
RE: Amendment to Bid No. 18-001, Hazardous Tree Removal Project
CC: Joe Beno, Director, Department of Public Works

This is a letter of recommendation to amend bid No. 18-001, Hazardous Tree Removal Project contract to Woodland Tree Service, to increase the amount by \$20,000 to include and expand the scope of the work as follows:

- Additional cost for removal time and scope of work for the Moses Cleveland tree at 1270 Summit - **Additional cost - \$1,000.**
- Removal of two (2) front yard private hazardous trees located at 1525 Blossom Park Ave., located on the Franklin Ave. side of the property across from Lakewood High School – **Additional cost - \$4,200 (NOTE: Property will be assessed the cost of the removal).**
- Removal of a very large private tree located in the backyard of 2163 Morrison Ave – this is a large pin oak that has a massive limb that has separated from its attachment at the trunk only being held up by another large limb that won't be able to support it for long AND the central leader of the tree trunk (approx. 3-feet in width at break) has broken off near the top 1/3 of the tree and is being temporarily suspended by other limbs. The tree is in very poor condition and other large limbs have fallen onto the garages located at 2159 Morrison and 2146 Lakeland in which the homeowners have had to replace the garage roofs and a limb has also broken away and knocked out the power for the entire area and took down cable/phone lines this past summer – **Additional cost - \$7,000 (NOTE: Property will be assessed the cost of the removal).**
- Make additional funds available for the remainder of 2018 - **\$8,000** – in the event the city has to intervene in other hazardous private property tree issues. **(NOTE: Property(s) will be assessed the cost of the removal).**

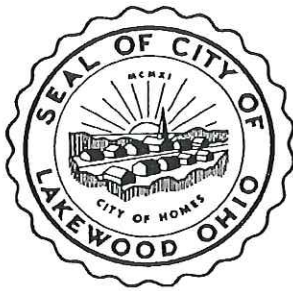
I recommend that Bid No. No. 18-001, the Hazardous Tree Removal Project, be amended to increase the contract amount from \$59,675 to \$79,675; which will cover the cost of the above.

This increase would not exceed the total Contracting Authority as established by Ordinance 43-16.

Additional funds will come from Forestry Contractual Services Account #101-3032-464-84-39.10.

Respectfully,

Chris Perry
Division Manager, Arborist



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-18-085

February 15, 2018

Board of Control
City of Lakewood, Ohio 44107


Subject: Award Contract – Hazardous Tree Removal Project

Dear Members of the Board:




Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Works; Division of Streets/Forestry, and the attached letter of recommendation, I am submitting for your consideration this request to award a contract with Woodland Tree Service, Inc. in an amount not to exceed \$65,000 to perform Hazardous Tree Removal as outlined in Bid No. 18-001 for the removal of hazardous trees within city limits at \$1925 per tree, to include stump grinding.

Woodland Tree Service, Inc. submitted the lowest and best responsive and responsible bid for this program.

Contracting Authority:	Ordinance 43-17 \$200,000
Contracting Balance:	\$200,000 / \$135,000
Funding:	General Fund
Account Distribution:	101-3032-464-39-10 \$65,000
Account Balance:	\$63,625 / (\$1,375)
Contract Approved by Law:	Yes _____ / NO _____ / PO <input checked="" type="checkbox"/> / c/c _____
Object Code:	Reforestation
Commodity Code:	968-088
Bid Reference:	Bid No. 18-001


Kim Smith
Purchasing Manager

Previous Contract Award

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works		_____	2/15/18
Kevin M. Butler, Director of Law		_____	2/15/18
Jenn Pae Director of Finance		_____	2/15/18
Michael P. Summers, Mayor	_____	_____	_____



CITY OF LAKEWOOD, OH
HAZARDOUS TREE REMOVAL PROJECT
BID NO. 18-001

BID OPENING
Feb. 5, 2018

Bidder	Unit Price	GRAND TOTAL	NCA	B/B	Check	Substitutions
1) VAN Curen			✓	✓		None
Tree Removal	\$ 3,175 (X) 31 =	\$ 98,425				
Stump Grinding	\$ 585 (X) 31 =	\$ 18,135				
		\$ 116,560				
2) Wood Land			✓		✓	None
Tree Removal	\$ 1,575 (X) 31 =	\$ 48,825				
Stump Grinding	\$ 350 (X) 31 =	\$ 10,850				
		\$ 59,675				
3)						
Tree Removal	\$ (X) 31 =	\$				
Stump Grinding	\$ (X) 31 =	\$				
		\$				
4)						
Tree Removal	\$ (X) 31 =	\$				
Stump Grinding	\$ (X) 31 =	\$				
		\$				

PROJECT TO BE COMPLETED IN 60 DAYS FROM START OF REMOVALS

May 1, 2018 3:22:34 PM EDT

File Edit Commands Help

Print SCREEN

101-3032-464.39-10

Account miscellaneous

Budget miscellaneous

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

Pending by date

Pending by code

Pending by year

Procurement car

Print

Cancel

Exit

Previous acc...

Next account

2017

2019

Account activi...

Pending trans...

Images

Budget alloca...

Account information

Contractual Services / Other

Fiscal year: 2018 Dr

Budget: 65,000.00

Committed: 58,875.00

Balance: 6,125.00

Project Data

Project Entry Optional

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	1,575.00	1,575.00
Q 02 February	400.00	1,175.00
Q 03 March	1,975.00	800.00
Q 04 April	39,075.00	38,275.00
Q 05 May	.00	38,275.00

Payment information

Vendor	(* indicates pending)	Total
Q WILSON TREE SERVICE, INC.		1,800.00
Q WOODLAND TREE SERVICE, INC.		39,075.00

Encumbrances

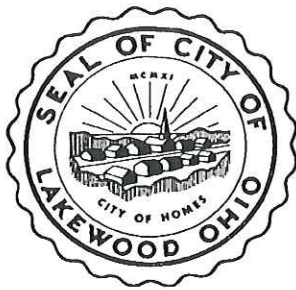
PO #	Vendor	Balance
Q 088349	WILSON TREE SERVICE,	.00
Q 088457	WOODLAND TREE SERVICE	20,600.00

Pre Encumbrances

Type	Req/PO	Project	Balance
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Segment/Balance Details

Fund	101	General Fund	Original Budget	65,000.00
Department	30	Public Works	Revised Budget	.00
Division	32	Forestry	Current expenditures	39,075.00
Activity basic	46	Community Environment	YTD expenditures	800.00
Sub activity	4	Community Environment	Unposted expenditures	.00
Element	39	Contractual Services	Encumbrances	20,600.00
Object	10	Other	Unposted encumbrances	.00



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-18-139

May 7, 2018

Board of Control
City of Lakewood, Ohio 44107

Subject: Renew Contract – Professional Service Contract – Promotional Exams for Fire

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Civil Service Commission and the attached letter of recommendation, I am submitting for your consideration this request to renew a requirement contract with Ohio Fire Chief's Association in an amount not to exceed \$17,000 to provide Written and Assessment Promotional Exam Testing for Fire Captain. This is the final of (2) additional one-year renewal options; contract effective April 1, 2018 through March 31, 2019.

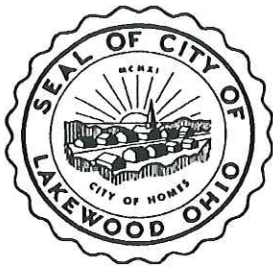
Ohio Fire Chief's Association submitted the best responsive and responsible proposal for the services outlined in RFP No. 15-002.

Contracting Authority:	Ordinance 43-17 \$75,000
Contracting Balance:	\$75,000 / \$58,000
Funding:	General Fund
Account Distribution:	101-0601-417-30-02 \$60,000
Account Balance:	\$60,000 / \$43,000
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Professional Services / Management Consulting
Commodity Code:	990-041
Bid Reference:	RFP No. 15-002


Kim Smith
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____





CIVIL SERVICE COMMISSION

12650 Detroit Avenue • Lakewood, Ohio 44107

216/529-6040 • FAX 216/228-2514

Website: www.onelakewood.com

Email: civilservice@lakewoodoh.net

MAY 7, 2018

Board of Control
City of Lakewood, Ohio

Dear Board Members:

This letter is to request authority for the City of Lakewood, Civil Service Commission to renew its contract for fire promotional testing services with the Ohio Fire Chiefs Association. The Fire Department has requested a Fire Captain promotional examination and that request was approved at the January 11, 2018 Civil Service Commission meeting. The original contract was entered into on March 31, 2015 and this would be the final year of a two year renewal option. The costs associated with this contract have been budgeted for and will be paid from account number 101-0601-417-30.02 and should not exceed \$17,000.00.

Thank you for your consideration of this renewal request.

Very truly yours,

Jeannine Petrus

Secretary to the Commission

May 1, 2018 2:38:49 PM EDT

File Edit Commands Help

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101-0601-417.30-02

☒ Account miscellaneous
☒ Budget miscellaneous
☒ Encumbrances
☒ Pre-encumbrances
☒ Transactions
☒ Detail by date
☒ Detail by code
☒ Detail by year & code
☒ Pending by date
☒ Pending by code
☒ Pending by year
☒ Procurement card

Print

Cancel

Exit

Previous acc...

Next account

2017

2019

Account activi...

Pending trans...

Images

Account information

Professional Services / Management Consulting

Fiscal year: 2018 Dr

Budget: 60,000.00

Committed: .00

Balance: 60,000.00

Project Data

Project Entry Optional

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	.00	.00
Q 04 April	.00	.00
Q 05 May	.00	.00

Payment information

Vendor	(* indicates pending)	Total

Encumbrances

PO #	Vendor	Balance

Pre Encumbrances

Type	Req/PO	Project	Balance

Segment/Balance Details

Fund	101	General Fund	Original Budget	60,000.00
Department	06	Civil Service	Revised Budget	.00
Division	01	Civil Service	Current expenditures	.00
Activity basic	41	General Government	YTD expenditures	.00
Sub activity	7	General Government	Unposted expenditures	.00
Element	30	Professional Services	Encumbrances	.00



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-18-140

May 7, 2018

Board of Control
City of Lakewood, Ohio 44107

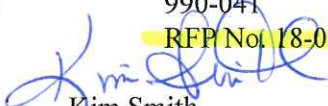
Subject: Award Contract – Professional Service Contract – Promotional Exams for Police

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Civil Service Commission and the attached letter of recommendation, I am submitting for your consideration this request to award a requirement contract with Ohio Association of Chiefs of Police in an amount not to exceed \$32,750 to provide Written and Assessment Center Promotional Exam Testing for Police Captain, Police Lieutenant and Police Sergeant. Contract award effective April 1, 2018 through March 31, 2019 and includes (2) additional one-year renewal options.

Ohio Association of Chiefs of Police submitted the best responsive and responsible proposal for the services outlined in RFP No. 18-004.

Contracting Authority:	Ordinance 43-17 \$75,000
Contracting Balance:	\$58,000 / \$25,250
Funding:	General Fund
Account Distribution:	101-0601-417-30-02 \$60,000
Account Balance:	\$43,000 / \$10,250
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Professional Services / Management Consulting
Commodity Code:	990-041
Bid Reference:	RFP No. 18-004


Kim Smith
Purchasing Manager

Enter
Reg.

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____





CIVIL SERVICE COMMISSION

12650 Detroit Avenue • Lakewood, Ohio 44107

216/529-6040 • FAX 216/228-2514

Website: www.onelakewood.com

Email: civilservice@lakewoodoh.net

MAY 7, 2018

Board of Control
City of Lakewood

Dear Board Members:

Proposals for Professional Services for the examination of Police Captain, Police Lieutenant and Police Sergeant were posted on March 2, 2018. Five companies responded: Ohio Association of Chief's of Police, Personnel Selection Services, PRADCO, Resource Management Associates and IMPA-HR. The committee members reviewed the proposals at our meeting and recommended that the City of Lakewood enter into a contract with the Ohio Association of Chief's of Police for the above services. Due to the nature of the positions that will be filled through promotional examination, the Civil Service Commission members agreed with Chief Malley on a Written and Assessment Center examination process. The cost for these services is not to exceed \$32,750.00 depending on the total applications received for examination. Attached is a copy of the spreadsheet detailing all of the cost proposals that we received. The Commission is requesting your approval as soon as possible in order to expedite the testing process. Thank you for your consideration.

Very truly yours,

Jeannine Petrus
Jeannine Petrus, Secretary

Enclosures 1

Vendor	Contact	Phone	Location		Cost
					Based on 25-30 Sgt Candidates & Max on Lt. & Capt.
OACP	Joel Brown	614-761-4618	6277 Riverside Dr, Dublin, Oh 43017		\$ 32,750.00
Personnel Selection Services	Paul Michalko	440-825-1663	31517 Walker Rd, Bay Village, Oh 44140		\$ 34,500.00
Resource Management Assoc	Charles Hale	708-444-2326	17037 S. Oak Park Ave, Tinley Park, IL 60477		\$ 55,700.00
PRADCO	Dr. Larry Borodkin	440-337-4700	178 East Washington St, Chagrin Falls, Oh 44022		\$ 49,550.00
IMPA-HR	Yari Randall	703-535-5252	1617 Duke St, Alexandria, VA 22314		\$18,900.00 plus the cost of the written exam which is unknown due to the cost per question for outside material

May 1, 2018 2:38:49 PM EDT

File Edit Commands Help

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Navigation

101-0601-417.30-02

Account miscellaneous

Budget miscellaneous

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

Pending by date

Pending by code

Pending by year

Procurement car

Print

Cancel

Exit

Previous acc...

Next account

2017

2019

Account activi...

Pending trans...

Images

Account information

Professional Services / Management Consulting

Fiscal year: 2018 Dr

Budget: 60,000.00

Committed: .00

Balance: 60,000.00

Project Data

Project Entry Optional

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	.00	.00
Q 04 April	.00	.00
Q 05 May	.00	.00

Payment information

Vendor	(* indicates pending)	Total
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Encumbrances

PO #	Vendor	Balance
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Pre Encumbrances

Type	Req/PO	Project	Balance
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Segment/Balance Details

Fund	101	General Fund	Original Budget	60,000.00
Department	06	Civil Service	Revised Budget	.00
Division	01	Civil Service	Current expenditures	.00
Activity basic	41	General Government	YTD expenditures	.00
Sub activity	7	General Government	Unposted expenditures	.00
Element	30	Professional Services	Encumbrances	.00



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-18-141

May 7, 2018

Board of Control
City of Lakewood, Ohio 44107

Subject: Renew Contract – Professional Services Contract – Re: Safety Committee

Dear Members of the Committee:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Human Resources, and the attached letter of recommendation, I am submitting for your consideration this request to renew a Professional Service Contract with Compensation Analysis, Inc., through its principal, Dan O'Brien, in an amount not to exceed \$13,000 to act as the chair of the City's Safety Committee. Contract year effective April 1, 2018 through March 31, 2019.

Compensation Analysis, Inc. was chosen to perform these professional services based on their expertise in the insurance industry and acts in a risk management capacity for various municipalities in the greater Cleveland area.

Contracting Authority:	Ordinance 43-17 \$300,000
Contracting Balance:	\$196,350 / \$183,350
Funding:	General Administration Fund
Account Distribution:	101-5099-412-30-02 \$120,000
Account Balance:	\$25,278 / \$12,278
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Account Description	Professional Service / Other
Commodity Code:	915-073
Bid Reference:	Professional Service



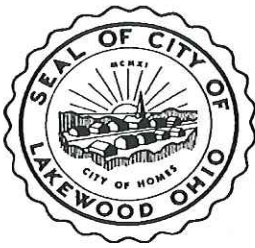
Kim Smith
Purchasing Manager

PO done

Sign attached

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____





12650 DETROIT AVENUE • 44107 • 216/529-6613 • FAX 216/529-5669
Website: www.onelakewood.com

Jean M. Yousefi, SPHR
Director of Human Resources

April 30, 2018

Dear Board of Control Members,

Please accept this request for renewal of the professional services agreement with Dan O'Brien (principle) of Compensation Analysis, Inc. Dan's work chairing the City of Lakewood Safety Committee has been excellent and the Committee has made progress in ensuring that our workforce is safe and regulations are followed. The Public Works Safety Manual should be ready for distribution and training in the next couple of months. See attached for description of work.

The pricing remains the same for 2018 at \$13,000/annual paid quarterly in the amount of \$3,250.

Thank you for your consideration.

Sincerely,

Jean M. Yousefi
Director of Human Resources

Compensation Analysis, Inc.

(216) 780-3605

(216) 642-8830 Fax

P.O. Box 31014
Cleveland, OH 44131

April 25, 2018

Jean Yousefi
Director, Human Resources
City of Lakewood
12650 Detroit Avenue
Lakewood, OH 44107

RE: Proposal for Risk/Claims Management Committee

Dear Ms. Yousefi:

This letter is a follow-up to our recent communications regarding an additional insurance consulting proposal for the City of Lakewood. This proposal contemplates working with the City and the ongoing administration and participation in the Risk/Claims Management Committee. In addition, this proposal we will continue to participate in the Committee and assist in the ongoing management of the Committee, its agenda and operational issues.

Purpose:

Risk/Claims Management Committee has been established for the following purposes:

1. To increase and maintain the interest of employees in health and safety issues.
2. To convince managers, supervisors and employees through awareness and training activities that they are primarily responsible for the prevention of all insurance losses including workplace accidents.
3. To help make health and safety activities an integral part of the City's operating procedures, culture and programs.
4. To inform and educate employees and supervisors about health and safety issues, new standards, research findings, etc.
5. To help reduce the risk of loss including workplace injuries and illnesses.
6. To help insure compliance with federal and state health and safety standards.

Public Entity Insurance

Consulting Services

Risk Management

Workers' Compensation

Unemployment Compensation

Functions:

In order to accomplish these objectives, the Committee continues to:

1. Identify, establish and prioritize goals and establish action plans to achieve each goal.
2. Include representation from different levels and areas of the City.
3. Meet at least monthly.
4. Record and disseminate minutes of each meeting, documenting attendance, problems and issues and corrective action proposed and actions taken to address each issue.
5. Develop methods to increase and maintain safety and loss control awareness.
6. Organize special sub-committees to address specific issues and projects.
7. Communicate the purpose, activities and accomplishments of the Committee to all employees.

The Risk/Claims Management Committee also is focused on:

1. Conducting periodic reviews of the City's written Loss Control, Health and Safety Program and Action Plan(s) in order to monitor progress and to make recommendations and revisions as necessary.
2. Periodically conducting health and safety inspections of individual departments to:
 - a. Identify hazards and unsafe acts for correction.
 - b. Assign corrective responsibility.
 - c. Evaluate program effectiveness.
 - d. Report to the Administration on identified problems and progress on improving workplace health and safety.
3. Reviewing and recommending training and educational safety programs for all employees.
4. Reviewing insurance accident reports for trends and problem areas.
5. Involving other employees/departments in various projects and functions to reaffirm everyone's responsibility for health and safety.
6. Ensuring the organization's compliance with all established health and safety guidelines, policies and with applicable standards and regulations.
7. Identifying high-risk exposures/tasks and develop written safe operating procedures.

Other Activities:

In addition, the Risk/Claims Management Committee is used to promote loss control/safety awareness by the use of one or more of the following activities/programs:

1. Audio-visual presentations.

Public Entity Insurance

Consulting Services

Risk Management

Workers' Compensation

Unemployment Compensation

2. Guest speakers/seminars/training programs.
3. Employee suggestion programs
4. Loss prevention campaigns (backs, slips/falls etc.).

Meetings:

Risk/Claims Management Committee meetings are held regularly on a specific day and time and at least on a monthly basis. The typical Committee meeting will include:

1. Review of unfinished items from the previous meeting(s) and/or activities.
2. Status reports from any sub-committees.
3. Discussion/review of loss control/safety inspection reports and the actions taken to correct observed hazards.
4. Review of accident/incidents sustained since the previous meeting and a discussion of measures to prevent similar accidents and incidents.
5. Review of the status of current action plans or training programs.
6. Review of outstanding recommendations developed by outside loss control consultants and/or internal management of the City that focuses on health and safety compliance inspectors.
7. Discussion about activities related to future action plans and/or training programs.
8. Discussion about new business, future agenda items, projects and meeting dates.

Educational Sessions

We will continue to work with the City on providing appropriate safety and risk educational programs.

Pricing

Our proposal for 2018-29 is to maintain our current retainer of \$13,000/year

Thank you for your consideration.

Very truly yours,



Daniel P. O'Brien
Principal

Public Entity Insurance

Consulting Services

Risk Management

Workers' Compensation

Unemployment Compensation

May 1, 2018 2:25:03 PM EDT

File Edit Commands Help

Print

NavLine

101-5099-412.30-02

Account miscellaneous

Budget miscellaneous

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & code

Pending by date

Pending by code

Pending by year

Procurement card

Account information

Professional Services / Management Consulting

Fiscal year: 2018 Dr

Budget: 120,000.00

Committed: 189,000.00

Balance: 69,000.00-

Project Data

Project Entry Optional

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	50,100.00	50,100.00
Q 02 February	5,299.19	55,399.19
Q 03 March	14,812.50	70,211.69
Q 04 April	24,510.00	94,721.69
Q 05 May	.00	94,721.69

Payment information

Vendor	(* indicates pending)	Total
Q COMPENSATION ANALYSIS, INC.		13,000.00
Q IMPROVE CONSULTING & TRAINING		13,500.00
Q CATALYST CONSULTING GROUP		40,000.00
Q MCCAULLEY & CO., LLC		20,399.19
Q RETHINK ADVISORS, INC.		7,822.50

Encumbrances

PO #	Vendor	Balance
Q 088147	MCCAULLEY & CO., LLC	22,600.81
Q 088153	CATALYST CONSULTING G	10,000.00
Q 088155	COMPENSATION ANALYSIS	6,500.00
Q 088166	COMPENSATION ANALYSIS	6,500.00
Q 088341	IMPROVE CONSULTING &	6,500.00
Q 088408	RETHINK ADVISORS, INC	42,177.50

Pre Encumbrances

Type	Req/PO	Project	Balance
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Segment/Balance Details

Fund	101	General Fund	Original Budget	120,000.00
Department	50	Finance	Revised Budget	.00
Division	99	General Administration	Current expenditures	24,510.00
Activity basic	41	General Government	YTD expenditures	70,211.69
Sub activity	2	General Government	Unposted expenditures	.00
Element	30	Professional Services	Encumbrances	94,278.31
Object	02	Management Consulting	Unposted encumbrances	.00
			Pre-encumbrances	.00

Print

Cancel

Exit

Previous acc...

Next account

2017

2019

Account activi...

Pending trans...

Images

Budget alloca...



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-18-142

May 7, 2018

Board of Control
City of Lakewood, Ohio 44107

Subject: Award Contract – Cove Park Shelter

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Works, and the attached letter of recommendation, I am submitting for your consideration this request to award a contract to Classic Recreation Systems, Inc. in an amount not to exceed \$30,000 for the provision of a 20' x 40' Shelter that will be installed under separate contract at Cove Park, as part of the Cove Park Improvements Project.

Shelter to be purchased through Buy Board as authorized by Lakewood Codified Ordinances §111.04, allowing the City to purchase from agencies without the necessity of bidding.

Contracting Authority:	Ordinance 54-17 \$750,000
Contracting Balance:	\$420,000 / \$390,000
Funding:	CDBG Fund
Account Distribution:	401-3010-470-84-10 Proj #177004 \$200,000
Account Balance	\$144,850 / \$114,850
Contract Approved by Law:	Yes ____ / No ____ / PO ____ / c/c ____
Object Code:	Cove Park Improvements
Commodity Code:	155-020
Bid Reference:	Buy Board

Reg.
entered
Snider
status?

Kim Smith
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jenn Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____



MEMORANDUM

DATE: April 19, 2018
TO: Kim Smith
FROM: Joe Beno
RE: Classic Recreation: Cove shelter

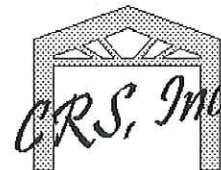
I am recommending the award of a contract for \$30,000 to Classic Recreation, through Buy Board Purchasing Cooperative for a shelter to be installed at Cove Park.

Snider Recreation will perform the installation under another contract.

This work will be part of Project #177004

Quote: 114358

QUOTATION
CLASSIC RECREATION SYSTEMS, INC.
Ph: 928-775-3307 Fax: 928-772-0858



FROM: John Martin	(QUOTE IS VALID FOR 30 DAYS)	DATE: 4/20/2018
TO: Jamey Snider	COMPANY NAME: Snider & Associates	
PROJECT NAME: Lakewood Cove Park		

EXT. SHIP DATE: TBD TERM: 30 DAYS FOB AS NOTED

Qty	Model		List Price	Cost Price	Line total
1	20' X 40' Northwest	HR-36 roof, 6:12 roof pitch, 4:12 second roof pitch, 9' eave height, Tube Steel fascia, 6 columns, Surface mount, TGIC poly powder coat w/ zinc rich primer,	\$25,147.00	\$25,147.00	\$25,147.00
		Structural Calculations (includes 3 sets)	\$0.00	\$850.00	\$850.00
		Estimated Freight & Handling	\$0.00	\$3,600.00	\$3,600.00
		The freight mileage is 2025. Deck space is 24. At shipping time there could be a FUEL SURCHARGE of not more than \$0.40 per mile. Please tell your customer.			
		OPTION: Buy Board 5% discount	\$0.00	-\$1,257.00	-\$1,257.00
		NOTE: Mr. Joseph Beno City of Lakewood Ohio, Please send your purchase order to Buy Board and cc, Classic Recreation Systems info@ classicrecreation.com john@classicrecreation.com	\$0.00	\$0.00	\$0.00
		NOTE: Please supply to Classic Recreation or Snider & Assoc.any tex exempt certificates. Thank you	\$0.00	\$0.00	\$0.00

FREIGHT & HANDLING TO: Lakewood

NOTE: OFF LOADING MANPOWER & EQUIP. REQ'D ON SITE

You are fully responsible to assure that this quote matches your customer request, if not contact me immediately!

May 1, 2018 4:17:33 PM EDT

File Edit Commands Help

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Project 177004-Cove Park

Account types

Assets

Expenditures

Liabilities

Revenues

Encumbrances

Miscellaneous info

Pending transaction

Pre-encumbrances

Project detail balance

Project Information

Description: Cove Park Improvements

Status: Active

Estimate: 700,000.00

Type: ML Multiple Sources

Sub type: PK Park Improvements

Start/stop dates: 1/01/2017 -

1st month of FY: 00

Source of funds:

Project Code

There are no user defined code fields for this project

Project Year-to-Date

FY: 2018	Balance	151,037.21
Budget:		.00
Actual:		151,037.21
Unposted:		.00
Pre-encumbrance:		.00
Encumbrance:		.00
Pending:		.00

Project Life-to-Date

FY(s): 0000 - 9999	Balance	548,962.79
Budget:		700,000.00
Actual:		151,037.21
Unposted:		.00
Pre-encumbrance:		.00
Encumbrance:		.00
Pending:		.00

Print

Cancel

Exit

Next project

Previous proj...

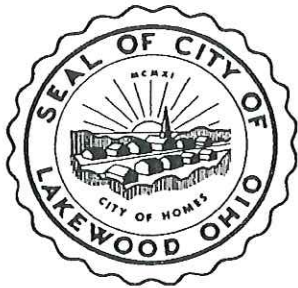
2017

2019

Project activit...

Change balan...

Account Number	Description	Budget	Actual
240-3010-461.84-10	Imps other than Buildings / Parks	500,000.00	151,037.21
401-3010-470.84-10	Imps Other Than Bldgs / Parks	200,000.00	



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-18-143

May 7, 2018

Board of Control
City of Lakewood, Ohio 44107

Subject: Award Contract – Professional Design Services Contract - Re: Fischer Waterline Replacement Project

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Works, and the attached letter of recommendation, I am submitting for your consideration this request to award a requirement contract to **Osborn Engineering Company** in the amount of **\$13,000** to perform Professional Design Services for the Fischer Rd Waterline Replacement between Northland and Woodward due to emergency waterline break over 2017-2018 winter.

Osborn Engineering Company is providing this Professional Services Contract based on their submission to an RFP issued for the services.

Contracting Authority:	Ordinance 50-17 \$3,500,000
Contracting Balance:	\$3,500,000 / \$3,487,000
Funding:	Enterprise Fund
Account Distribution:	501-3062-431-84-99 \$100,000
Account Balance:	\$40,000 / \$27,000
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Emergency Response
Commodity Code:	907-035
Bid Reference:	RFP


Kim Smith
Purchasing Manager

Reg
entered

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____



MEMORANDUM

DATE: April 20, 2018
TO: Kim Smith
FROM: Joe Beno
RE: Osborn Engineering: Fischer Waterline

I am recommending the award of a contract to Osborn Engineering in the amount of \$13,000. This work is to design a small waterline replacement on Fischer Road between Northland and Woodward. The waterline had a break during the winter and cause major damage to the brick road. Before making the repairs to the brick road we feel it is prudent to replace the watermain that now has three patches on it. This is not a true emergency job since the water is back on and the road is open but final road repairs have not been completed.

This work will be paid for from the water fund.



April 19, 2018

Joe Beno, PE
City of Lakewood
Department of Public Works
12650 Detroit Avenue
Lakewood, Ohio 44107

Re: Engineering Services for Fischer Avenue Watermain Replacement Project

Dear Mr. Beno:

The Osborn Engineering team is pleased to respond to the City's request for professional engineering services for the above referenced project. The project is a small watermain replacement along Fischer Avenue between Northland and Woodward. Fischer Avenue is along the Corporation Line between Lakewood and the City of Cleveland. Attached herewith is our project approach and cost proposal for this project.

We appreciate the opportunity to offer our services to the City of Lakewood, and we would be happy to speak to you further about this project.

Respectfully Submitted,
OSBORN ENGINEERING

Scott A. Vura, P.E., LEED AP
Vice President
Principal, Infrastructure Group

cc: S. A. Vura
J. Ferenczy
C. Bednar

ec: J. Donovan
J. Werner
B. Harbert
B. Vorachek
L. Hemingway
A. Johnson
File



PROJECT UNDERSTANDING

We understand that the primary goal of this project is to design and construct the replacement of approximately 250 feet of existing 8" water mains with new 8" water mains located on a residential street. The street and related project limits are further identified as follows:

Street	Project Limits	Project Length	Water Length	Full or Half Width Resurfacing	Manhole Sewer Separation	OPWC Funded
Fischer Avenue	Woodward to Northland	300	250	Half – Brick Repair	No	No

TECHNICAL APPROACH

We recognize that this project is primarily located within residential areas within the City of Lakewood and all of the waterline improvements will be designed and phased with the intent of always keeping the needs and character of the surrounding neighborhoods in mind. Special attention will be given to the safety of the general public, whether it is establishing provisions for temporary water service or maintenance of traffic for the roadway rehabilitation. Osborn will give special attention to areas that will be affected by the construction work. Important items, such as maintaining driveway access and existing water service to residents and businesses, are carefully discussed with the project team and City to deliver the desired level of service.

At the outset of the project, Osborn will meet and review the entire project scope and construction budget with the City to determine the optimal project approach with the City. Water main replacement projects can be accomplished either by replacing the water main in the same trench as the existing or constructing it on a new alignment.

Based upon past watermain projects, Osborn will provide the design within the following tasks:

- Field Study
- Plans Specifications and Estimate (PS&E)
- Meetings

Field Study

The field study includes a limited site survey but no geotechnical investigation in support of the project. The site survey will utilize available mapping information, including aeriels and planometric drawings, which will be field verified with a supplemental topographic survey to provide the final background. The profile of the road will be based on the City's planometric contour drawings. Utilities (contacted through OUPS & OGPUPS) and other features will also be included for an overall basemap developed in CAD, and connections will be plotted based on record information obtained from the City. We will also inspect the conditions of the existing curb inlets, valves, curbs and curb ramps and report their conditions. Benchmarks for stationing will be set for horizontal control.



Plans Specifications and Estimate (PS&E)

As previously indicated, Osborn will replace the water main within the same alignment as the existing water main. Osborn will prepare plans, specifications and cost estimates which are to be submitted at the 95%, and PS&E stage for review and comment. The plans will be prepared in accordance with the City of Lakewood standards but generally will include a title sheet, general notes, typical sections plan and profile sheets, details, and maintenance of traffic plans. In addition to the plans, Osborn will prepare bidding documents including detailed specifications and construction cost estimates.

Meetings

Osborn will attend three (3) official meetings, including the kickoff meeting, 95% PS&E submittal review, and a pre-bid meeting.

Project Design Phase Schedule:

1. Notice to Proceed / Kickoff Meeting	May 1, 2018
2. Field Study	May 2, 2018 to May 23, 2018
3. City Review (2 Weeks)	May 24, 2018 to June 7, 2018
4. 95% Submittal	June 8, 2018 to June 22, 2018
5. City Review (2 Weeks)	June 25, 2018 to July 6, 2018
6. PS&E (100% Submittal)	July 9, 2018 to July 16, 2018
7. Bidding and Awarding	TBD
8. Construction Kick-Off	TBD

Proposal Fee:

The fees are based on a Time and Material (T&M) labor basis not to exceed \$12,250.00. Expenses are additional and are reimbursable in which they are estimated to be \$350.00.

Osborn Engineering will invoice monthly based on the percent of work completed to date. Osborn Engineering shall provide additional services for the project, only when payment is authorized in writing. Such services shall consist of providing any services not otherwise included in this proposal or not customarily furnished in accordance with generally accepted engineering practice.



OSBORN BILLING RATE SCHEDULE

January 1, 2018 through December 31, 2018

<u>Classification</u>	<u>Rate</u>
Principal -----	\$204.00 per hour
Senior Project Manager -----	\$184.00 per hour
Project Manager-----	\$167.00 per hour
Architect 1, Engineer 1 -----	\$146.00 per hour
Architect 2, Engineer 2 -----	\$138.00 per hour
Architect 3, Engineer 3, Technician 1 -----	\$118.00 per hour
Architect 4, Engineer 4, Technician 2 -----	\$102.00 per hour
Technician 3 -----	\$97.00 per hour
Architect 5, Engineer 5 -----	\$92.00 per hour
Architect 6, Engineer 6-----	\$87.00 per hour
Technician 4, Intern -----	\$76.00 per hour

Overtime authorized by the Client will be billed at 1.5 times the above rates for Non-Exempt Personnel and at 1.0 times for Exempt Personnel.

Reimbursable Expenses

<u>Item</u>	<u>Rate</u>
Automobile Mileage at IRS Standard Mileage Rate (Current Rate Shown) ----	54.5 cents per mile
All Other Out-of -Town Travel Expenses	1.1 Times Actual Cost
Consultants and Testing Companies -----	1.1 Times Actual Cost
Outside Reproduction -----	1.1 Times Actual Cost
In-house Reproduction	
8 ½ x 11 Black line Photo copies -----	\$.10 per page
8 ½ x 11 Color Photo copies -----	\$.40 per page
11 x 17 Color Photo copies -----	\$.80 per page
Drawing Prints on Bond -----	\$.25 per S.F.
Drawing Prints on Translucent Bond -----	\$.30 per S.F.
Drawing Prints on Mylar -----	\$.70 per S.F.
Large Format Color Drawings on Bond-----	\$4.00 per S.F.
Shipping Charges and Photographs -----	1.1 Times Actual Cost
Postal Charges -----	At cost

OSR -2
1/1/2018

1100 Superior Avenue Suite 300
Cleveland, OH 44114
t 216 861 2020

1201 E. Market Street, Suite 200
Akron, OH 44305
t 330 535 3132

990 West Third Avenue Suite 200
Columbus, OH 43212
t 614 556 4272

osborn-eng.com

May 2, 2018 9:46:12 AM EDT

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501-3062-431.84-99

☒ Account miscellaneous
☒ Budget miscellaneous
☒ Encumbrances
☒ Pre-encumbrances
☒ Transactions
☒ Detail by date
☒ Detail by code
☒ Detail by year & p
☒ Pending by date
☒ Pending by code
☒ Pending by year
☒ Procurement car

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Next account

2017

2019

Account activi...

Pending trans...

Images

Budget alloca...

Account information

Improvements / Emergency Response

Fiscal year: 2018 Dr

Budget: 100,000.00

Committed: 60,000.00

Balance: 40,000.00

Project Data

Project Entry Optional

036220 Emergency Respo .00

046220 Emergency Respo .00

046221 Water System Vu .00

056220 Emergency Respo .00

066001 Emergency Respo .00

076001 Emergency Respo .00

087022 Emergency Respo .00

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	.00	.00
Q 04 April	.00	.00
Q 05 May	.00	.00

Payment information

Vendor	(* indicates pending)	Total

Encumbrances

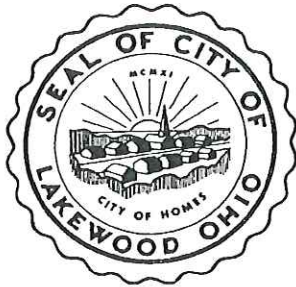
PO #	Vendor	Balance
Q 088494	MAFRA SERVICES, INC.	60,000.00

Pre Encumbrances

Type	Req/PO	Project	Balance

Segment/Balance Details

Fund	501	Water Fund	Original Budget	100,000.00
Department	30	Public Works	Revised Budget	.00
Division	62	Water Distribution	Current expenditures	.00
Activity basic	43	Streets and Highways	YTD expenditures	.00
Sub activity	1	Public Works Enterprise	Unposted expenditures	.00
Element	84	Improvements	Encumbrances	60,000.00
Object	99	Emergency Response	Unposted encumbrances	.00
			Pre encumbrances	.00



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-18-144

May 7, 2018

Board of Control
City of Lakewood, Ohio 44107

Subject: Award Contract – Professional Service Contract – Re: Legal Services

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Law, and the attached letter of recommendation, I am submitting for your consideration this request to award a requirement contract to Sutter O'Connell Attorneys in an amount not to exceed \$25,000 to provide professional legal services in regard to the Edward Graham, et al v. City of Lakewood regarding the matter of Lakewood Hospital and Michael Skindell v. Mary Louise Madigan, et al for Fiscal Year 2018.

Contracting Authority:	Ordinance 43-17 \$500,000
Contracting Balance:	\$363,300 / \$338,300
Funding:	Lakewood Hospital Special Revenue Fund
Account Distribution:	260-7001-461-30-04 \$125,000
Account Balance:	\$28,776 / \$3,776
Object Code:	Special Legal Services
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Commodity Code:	961-050
Bid Reference:	Professional Service

add line
#2 for \$25K
to PO 88213
for 2018
services

Kim Smith
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____



KEVIN M. BUTLER
DIRECTOR OF LAW

PAMELA L. ROESSNER
CHIEF PROSECUTOR

JENNIFER L. SWALLOW
CHIEF ASSISTANT LAW
DIRECTOR

ANDREW FLECK
ASSISTANT PROSECUTOR

**LAW DEPARTMENT
OFFICE OF PROSECUTION**

12650 Detroit Avenue • Lakewood, Ohio 44107
216/529-6030 • FAX 216/228-2514
Website: www.onelakewood.com
Email: law@lakewoodoh.net

MAY 7, 2018

Board of Control
City of Lakewood, Ohio

Dear Board Members:

This letter is to request authority for the City of Lakewood to continue its contract with Sutter O'Connell Attorneys in an additional amount of \$25,000.00 for special legal services in regards to the Edward Graham, et al v. City of Lakewood regarding the matter of Lakewood Hospital for the year 2018. This matter will be paid from account # 260-7001-461-30.04. The current PO is #088213.

Very truly yours,

Kevin M. Butler
Law Director

May 1, 2018 3:19:41 PM EDT

File Edit Commands Help

Project: 260-7001-461.30-04

260-7001-461.30-04

Account miscellaneous

Budget miscellaneous

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & p

Pending by date

Pending by code

Pending by year

Procurement car

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Previous acc...

Next account

2017

2019

Account activi...

Pending trans...

Images

Budget alloca...

Account information

Professional Services / Special Legal Services

Fiscal year: 2018 Dr

Budget: 125,000.00

Committed: 96,223.00

Balance: 28,777.00

Project Data

Project Entry Optional

Account Balance by Period

Period/Month	Actuals	Totals
Q 01 January	9,144.00	9,144.00
Q 02 February	26,489.00	35,633.00
Q 03 March	15,895.27	51,528.27
Q 04 April	8,050.00	59,578.27
Q 05 May	.00	59,578.27
Q 06 June	.00	59,578.27

Payment information

Vendor	(* indicates pending)	Total
Q THOMPSON HINE LLP		28,845.27
Q SUTTER O'CONNELL CO.		27,775.00
Q PROJECT MANAGEMENT CONSULTANTS		2,958.00

Encumbrances

PO #	Vendor	Balance
Q 088212	THOMPSON HINE LLP	7,271.00
Q 088213	SUTTER O'CONNELL CO.	10,967.00
Q 088307	PROJECT MANAGEMENT CO	2,842.00
Q 088469	THOMPSON HINE LLP	15,564.73

Pre Encumbrances

Type	Req/PO	Project	Balance
------	--------	---------	---------

Segment/Balance Details

Fund	260	Lkwd Hospital Sp Rev Fund	Original Budget	.00
Department	70	Planning and Development	Revised Budget	125,000.00
Division	01	Planning and Development	Current expenditures	8,050.00
Activity basic	46	Community Environment	YTD expenditures	51,528.27
Sub activity	1	Community Environment	Unposted expenditures	.00
Element	30	Professional Services	Encumbrances	36,644.73
Object	04	Special Legal Services	Unposted encumbrances	.00



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-18-145

May 7, 2018

Board of Control
City of Lakewood, Ohio 44107

Subject: Amend Contract – Professional Service Contract – Re: Lakewood Wellness Foundation Planning Task Force

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Mayor's Office, and the attached letter of recommendation, I am submitting for your consideration this request to amend a contract to Randell McShepard of McShepard Enterprises in an amount not to exceed \$15,000 to provide professional facilitation and planning services for the Lakewood Wellness Foundation Planning Task Force. Contract award to McShepard Enterprises now totals \$37,000.

Contracting Authority:	n/a
Funding:	Wellness Foundation Fund
Account Distribution:	791-5099-410-91-02 \$0
Account Balance:	(\$1,750) / (\$16,750)
Object Code:	Wellness Foundation
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Commodity Code:	918-006
Bid Reference:	Professional Service

Kim Smith
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____

MEMORANDUM

DATE: May 1, 2018
TO: Kim Smith, Purchasing
FROM: Mayor Summers
RE: Consulting & Facilitation Services – Foundation Planning Task Force

I am requesting Board of Control approval of the contract to provide facilitation and planning services to the Foundation Planning Task Force which services are to be provided by Randell McShepard of McShepard Enterprises.

Services to be purchased and paid from available funds from Account No. 791-5099-410-91-02.

See attached Agreement, Agreement Addendum and Proposal for Facilitation and Planning Services for the Foundation Planning Task Force.

Cost of Facilitation and Planning Consulting Services are:

Phase 1:	\$22,000.00	
Phase 2:	<u>\$15,000.00</u>	
Total Consulting Service Cost	\$37,000.00	

Proposal for Facilitation and Planning Services
for the
Foundation Planning Task Force - City of Lakewood

Submitted by Randell McShepard

This proposal is submitted in response to the March 10, 2017 Request for Proposal for the Foundation Creation Planning Project (New Lakewood Wellness Foundation).

Responses to the key questions and areas of interest raised in the RFP are outlined below:

***Consultant Experience and Qualifications**

I have worked as an independent consultant for 23 years, serving over 70+ different organizations ranging from social service agencies and community development corporations to municipalities and civic organizations. My areas of expertise include strategic planning, group facilitation, visioning, project management and community outreach.

A sample of clients include the following: Cleveland Neighborhood Progress, Famicos Foundation, Goodrich-Gannet Neighborhood Center, The Campus District, City of Shaker Heights, Fairfax Renaissance Development Corporation, Greater Cleveland Partnership, Cuyahoga Arts and Culture, West Side Catholic Center, City of Cleveland, Flats Forward and Joseph's Home.

I have dual Bachelor Degrees in Psychology and Communications from Baldwin Wallace University and a Masters of Science Degree in Urban Studies from Cleveland State University.

My experience with a conversion foundation was as a nine-year board member of the Sisters of Charity Foundation of Cleveland, the last two years of which I served as Board Chair. I have also served on 30 non-profit boards and have been involved as a co-founder for 3 of them.

***Consulting Services and Scope of Involvement**

The meetings will be facilitated by Randell McShepard, and will focus on the vetting of information, identification of key themes, setting of priorities for the task force, establishing key deliverables and communicating those deliverables to the community. If required, additional facilitator support (independent contractor) will be enlisted, although unlikely in phase 1. It is anticipated that outside legal counsel would be needed for phase two, particularly as associated with the formation of by-laws and the options for the tax structure of the organization.

Phase 2 (November 2017 – August 2018)

- November – March (Governance structure determination)
- March –April (Task Force plans shared with regulators)
- May (Finalize plans with regulators)
- June/July (Community forums)
- August (Project completion and launch of Lakewood Wellness Foundation)

***Demonstrated knowledge of health and wellness in Lakewood and understanding of the charge of the Task Force**

While I have not spent enough time in Lakewood to consider myself fully knowledgeable of the “health and wellness” environment, it is clear from the materials shared about the overall process that Lakewood is determined to keep health at the forefront of the city’s priorities. The formation of the master agreement with the City of Lakewood, the Lakewood Hospital Association and the Cleveland Clinic clearly demonstrates the importance that the city places on health and wellness. Relatedly, the establishment of the Wellness Foundation is another example of the city’s commitment to this topic. Mayor Summers was quoted as saying that “the new foundation will be yet another tool to be used to reach our goal of becoming the healthiest community in Northeast Ohio.” This statement says a lot about where Lakewood sees itself headed in the coming years.

The Lakewood Hospital Association also has an impressive vision for the future health care system in Lakewood, which includes promoting a culture of health in Lakewood; keeping physicians in Lakewood to live and work; coordinating health services across programs and providers; and helping to make health care easier to navigate. These priorities also appear to be in synch with the community’s feedback shared through a survey process.

It is safe to say that health and wellness is critically important to all stakeholders in Lakewood and that there will be broad community support for programs and activities that strengthen the city in this regard!

Cost Proposal for Phase 1

Total Fee: \$22,000 (Includes all facilitation fees and materials for lead consultant)

Proximate Cost for Phase 2

Consultant Fee: \$15,000 (includes facilitation fees and additional subcontractor fees)

Legal Counsel Fees: \$15,000 (rough estimate)

**FIRST ADDENDUM TO THE AGREEMENT
BY AND BETWEEN
THE CITY OF LAKEWOOD
AND
McSHEPARD ENTERPRISES**

1. This Addendum to the Agreement for Consulting Services between the City of Lakewood ("City") and McShepard Enterprises ("Consultant") dated May 19, 2017 ("Agreement"), is entered into on this 1st day of May, 2018.
2. The City and Consultant wish to amend Paragraph 2 of the Agreement as follows:
 1. **SERVICES:** Consultant shall act as facilitator and shall attend all Task Force meetings as necessary. Consultant will assist in identifying priorities of the Task Force, focus on vetting of information, identifying key themes, establishing key deliverables and communicating those deliverables to the community as further described in the City's request for Proposal-Phase 1 and Phase 2, Attached as Exhibit A, and Consultant's Proposal-Phase I and Phase 2, attached as Exhibit B;
3. The City and Consultant wish to amend Paragraph 3 of the Agreement as follows:
 2. **FEE:** For services to be rendered under this Agreement, Consultant shall be entitled to a fee not to exceed \$22,000 for completion of the scope of work detailed in Phase 1 and an additional \$15,000 for completion of the scope of work detailed in Phase 2 of Consultant's Proposal. Consultant shall submit three (3) equal invoices to the City for Phase 1, the first upon signing the agreement, the second when the scope of work contained in Phase 1 is approximately one-half complete, and the final invoice upon completion of the work contained in Phase 1. Consultant shall submit two (2) equal invoices to the City for Phase 2, the first upon signing the First Addendum to the Agreement and the final invoice upon completion of the work contained in Phase 2 of the agreement. It is agreed that Consultant is not an employee for the City, and shall not be entitled to any benefits beyond his fee for services rendered;

N WITNESS HEREOF, the parties hereto have affixed their hands and seals at the City of Lakewood, Ohio this _____ day of May, 2018.

CITY OF LAKEWOOD, OHIO

Michael P. Summers, Mayor

**Sign
Here**

McSHEPARD ENTERPRISES


Randell McShepard, Principal

Approved as to legal form:


Jennifer L. Swallow

May 3, 2018 1:47:06 PM EDT

File Edit Commands Help

Print STATION NavOne

791-5099-110.91-02

☒ Account miscellaneous
☒ Budget miscellaneous
☒ Encumbrances
☒ Pre-encumbrances
☒ Transactions
☒ Detail by date
☒ Detail by code
☒ Detail by year & p
☒ Pending by date
☒ Pending by code
☒ Pending by year
☒ Procurement car

Print

Cancel

Exit

Previous acc...

Next account

2017

2019

Account activi...

Pending trans...

Images

Budget alloca...

Account information

Q Miscellaneous / Refunds
 Fiscal year: 2018 Dr
 Budget: .00
 Committed: 1,750.00
 Q Balance: 1,750.00-

Project Data

Project Entry Optional

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	.00	.00
Q 04 April	.00	.00
Q 05 May	1,750.00	1,750.00

Payment information

Vendor	Total
Q BUSINESS VOLUNTEERS UNLIMITED	1,750.00

Encumbrances

PO #	Vendor	Balance
------	--------	---------

Pre Encumbrances

Type	Req/PO	Project	Balance
------	--------	---------	---------

Segment/Balance Details

Fund	791	Wellness Foundation	Original Budget	.00
Department	50	Finance	Revised Budget	.00
Division	99	General Administration	Current expenditures	.00
Activity basic	41	General Government	YTD expenditures	.00
Sub activity	0	Trust/Agency Fund	Unposted expenditures	1,750.00
Element	91	Miscellaneous	Encumbrances	.00
Object	02	Refunds	Unposted encumbrances	.00



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-18-146

May 7, 2018

Board of Control
City of Lakewood, Ohio 44107

Subject: Renew Contract – Professional Service Contract – Re: Financial Auditing Services

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Finance, and the attached letter of recommendation, I am submitting for your consideration this request to renew a requirement contract with James G. Zupka, CPA, Inc. in the amount of \$55,458 to perform the city's Financial Audit and assist in preparation of (GAAP) Financial Statements. This is the final year of a (4) year contract to Audit Financial Statements and the third of a (4) year contract to help prepare (GAAP) Financial Statements of the City for the year ended December 31, 2017.

James G. Zupka, CPA, Inc. was pre-qualified for auditing services through the State of Ohio.

Contracting Authority:	Ordinance 43-17 \$75,000
Contracting Balance:	\$75,000 / \$19,542
Funding:	General Fund
Account Distribution:	101-5001-412-30-01 \$60,000
Account Balance:	\$60,000 / \$4,542
Contact Approved by Law:	Yes _____ / Law _____ / PO _____ / c/c _____
Object Code:	Professional Services / Accounting and Auditing
Commodity Code:	918-004
Bid Reference:	Professional Service

Kim Smith
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____



MEMORANDUM

DATE: May 3, 2018
TO: Board of Control
FROM: Keith Schuster, Assistant Director of Finance
RE: Audit / GAAP 2017

This memo is a request for the Board of Control to approve a professional services contract with James G. Zupka, C.P.A. for the Audit /GAAP services for the calendar years ending December 31, 2017

The cost for Audit Services:

Ending December 31, 2017 \$39,078

The cost for GAAP Services:

Ending December 31, 2017 \$16,380

The account to be used to pay for this service is 101-5001-412-30-01.

See attachment for the contracts

Thank you for your consideration.



Dave Yost • Auditor of State

October 8, 2014

James G. Zupka, CPA, Inc.
Attn: James G. Zupka, CPA
5240 East 98th Street
Garfield Hts., Ohio 44125

Dear Mr. Zupka:

On behalf of Auditor of State Dave Yost, I am pleased to inform you that the contract to audit the City of Lakewood, Cuyahoga County, for the fiscal period(s) January 1, 2014 through December 31, 2017, in accordance with the items and conditions set forth in the Request for Proposals dated September 3, 2014, has been awarded to James G. Zupka, CPA, Inc.

Attached you will find a PDF document of the Memorandum of Agreement (MOA) form. This document is to be executed by an authorized representative of your firm and forwarded to the public office. Electronic signatures are acceptable. If the proposed first year of this audit exceeds 800 hours, also enter the MBE information on the MOA (note: "to be determined" is not acceptable).

The public office will then sign the MOA and a Certification of Compliance (also attached) and return all signed documents to this office. When fully approved by the Auditor of State, a fully executed document will be sent to you and to the public office. No audit work may be performed or payments lawfully made regarding this contract until such approval is obtained.

Should you have any questions, please contact me at (216) 787-3665. We look forward to working with you and, in advance of your cooperation, please accept my appreciation.

Sincerely,

DAVE YOST
Auditor of State

Danna Bernardini

Donna L. Bernardini
Regional Office Manager

Enclosure

C: Keith Schuster, Asst. Finance Director, City of Lakewood



Dave Yost • Auditor of State

MEMORANDUM OF AGREEMENT

This agreement is entered into as of the 8th day of October, 2014, by and between James G. Zupka, CPA, Inc. an independent public accountant (IPA), DAVE YOST, Auditor of State of Ohio (Auditor) and City of Lakewood, Cuyahoga County (Public Office) WITNESSETH:

Whereas, the Auditor of State on September 3, 2014, issued a Request for Proposals for an engagement related to City of Lakewood, including any components and other requirements stated in the Request for Proposal, pursuant to Sections 117.11 and 115.56, Revised Code, for fiscal periods January 1, 2014 through December 31, 2017,

Whereas, IPA responded to the Request for Proposals with a formal proposal wherein they indicated their willingness to perform the engagement related to the Public Office in accordance with the items and conditions set forth in the Request for Proposals; and

Whereas, the Auditor of State, in consultation with the Public Office, has determined the IPA has submitted the proposal most advantageous to the Auditor and Public Office;

NOW, THEREFORE, IPA and Public Office do mutually agree as follows:

1. This Memorandum of Agreement, the Request for Proposals, the Proposal of the IPA and any written documents supplementing, amending, or incorporating the Request for Proposal, the Proposal of the IPA, and the Memorandum of Agreement constitute the integrated written agreement of the parties, to be known as the "Contract";
2. The IPA shall, in consideration of the payments specified in the Proposal, and subject to the requirements of the Contract, perform the specified engagement related to the Public Office;
3. Public Office will provide the IPA with such payments, services, and support as are specified in the Request for Proposals; and
4. The Auditor will provide the IPA with such services and support as are specified in the Request for Proposals; and
5. If applicable, pursuant to the agreement of the parties a subcontractor with respect to the Contract will be as stated below. Further, pursuant to the RFP Terms of Engagement and this Contract, the IPA shall be and remain solely responsible to the Public Office and Auditor for the acts the IPA performs or faults of any subcontractor and of any subcontractor's officers, agents or employees, who are deemed to be agents or employees of the IPA to the extent of the subcontract. Each subcontractor shall jointly and severally agree that neither the Public Office nor the Auditor is obligated to pay or to be liable for the payment of any sums due the subcontractor.

Subcontractor Name

Address

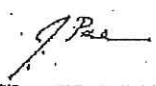
Number of Hours

Rate Per Hour

Total Subcontract

\$0.00

IN WITNESS WHEREOF, Auditor, Public Office and IPA, have executed this agreement.


Legislative Authority or Designee for
City of Lakewood

Digitally signed by Jennifer Pae
DN: cn=Jennifer Pae, o=City of Lakewood, ou=Finance
Email=jenpae@cityoflakewood.net, c=US
Date: 2014.10.09 06:45:34 -0400

October 9, 2014

Date

James G. Zupka,
CPA, President

Digitally signed by James G. Zupka, CPA, President
DN: cn=James G. Zupka, CPA, President, o=James G.
Zupka, CPA, Inc., ou=Accounting,
email=jgupa@jgcpa.com, c=US
Date: 2014.10.08 16:44:26 -0400

October 8, 2014

Date

James G. Zupka, CPA, Inc.

APPROVAL:

bminscho@auditor.state.oh.us
te.oh.us

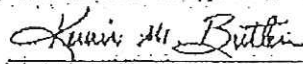
Digitally signed by
bminscho@auditor.state.oh.us
DN: cn=bminscho@auditor.state.oh.us
Date: 2014.10.09 11:14:17 -0400

October 9, 2014

Date

Compliance, Auditor of State
Office of DAVE YOST, Auditor of State of Ohio
In Accordance with Sections 117.11 & 115.56 Revised Code
(Not valid unless approved by Legal Division)

The legal form and correctness of
this document is approved.


Director of Law

JAMES G. ZUPKA, C.P.A., INC.
Certified Public Accountants
5240 East 98th Street
Garfield Hts., Ohio 44125

Member American Institute of Certified Public Accountants

(216) 475-6136

Ohio Society of Certified Public Accountants

I hereby certify that I am entitled to represent the firm of James G. Zupka, CPA, Inc., empowered to submit this bid for the services outlined in the attached proposal, and authorized to sign a contract for such services with the City of Lakewood.

James G. Zupka,
CPA, President

Digitally signed by James G. Zupka, CPA,
President
DN: cn=James G. Zupka, CPA, President,
c=James G. Zupka, CPA, Inc., ou=Accounting,
email=jzupka@jgzbob.com, cn=JGZ
Date: 2014.09.17 11:27:34 -0400

James G. Zupka
Certified Public Accountant

Total All-Inclusive Fixed Fee:

For the Fiscal Period ending December 31, 2014	\$ 37,575
For the Fiscal Period ending December 31, 2015	38,076
For the Fiscal Period ending December 31, 2016	38,577
For the Fiscal Period ending December 31, 2017	39,078
	<u>\$ 153,306</u>

JAMES G. ZUPKA, C.P.A., INC.

*Certified Public Accountants
5240 East 98th Street
Garfield Hts., Ohio 44125*

Member American Institute of Certified Public Accountants

(216) 475 - 6136

Ohio Society of Certified Public Accountants

July 9, 2015

Ms. Jennifer Pae
Finance Director
City of Lakewood
12650 Detroit Avenue
Lakewood, Ohio 44107

Dear Ms. Pae:

This letter confirms our recent discussion regarding professional accounting services our firm can provide the City of Lakewood, Ohio.

We will provide the following services to prepare the financial statements in accordance with GASB Statement 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments*, and all other GASB statements applicable to the preparation of the financial statements and the CAFR for the years ended December 31, 2015 through December 31, 2018:

1. We will assist and review the Management's Discussion and Analysis which will include the following components:
 - a. Description of the basic financial statements
 - b. Provision of condensed government-wide financial information in the form of condensed financial statements
 - c. Analysis of the overall financial position and results of operations for governmental activities and business-type activities
 - d. Discussion of significant transactions and changes in individual funds
 - e. Discussion of what happened with the budget this year
 - f. Description of capital assets and long-term debt activity during the year
 - g. Description of what happened to infrastructure assets
 - h. Description of any currently known facts, decisions, or conditions that are expected to have a significant effect on next year and beyond
2. We will prepare the two types of basic financial statements: government-wide statements and fund financial statements. In relation to these statement, the following areas will be addressed:

Assets and Deferred Outflows of Resources

- a. Distinction between governmental and business-type activities
- b. Review the capital assets, including infrastructure assets and depreciation schedule prepared by the City

2. (Continued)

Liabilities and Deferred Inflows of Resources

- a. Distinction between governmental and business-type activities
- b. Review of City prepared accounts payable and accrued liabilities by fund/function

Net Position

- a. Distinction between governmental and business-type activities
- b. Conversion of fund balances to the three components of net position required for government-wide reporting
 - 1. Invested in capital assets, net of related debt
 - 2. Restricted
 - 3. Unrestricted

Revenues

City will assist in the identification and reporting of revenues as program revenues and general revenues

Expenses

- a. Identification and reporting of expenses by function/program
- b. Identification and reporting of indirect expenses, if applicable

Fund Financial Statements

- a. Identification and reporting of major and nonmajor funds for financial statement presentation
- b. Reconciliation of governmental fund statements to governmental entity-wide statements

Footnote Disclosures

Modification of footnote disclosures as deemed necessary by new GASB Statements

- 3. We will assist with the preparation of the budgetary comparison schedules to include both the original and final budgets for the general and major special revenue funds. We will also assist with the preparation of budgetary schedules for all other funds.
- 4. City will assist with preparation of the Statistical Section which is in accordance with GASB Statement No. 44, *Economic Condition Reporting: The Statistical Section*.

Ms. Jennifer Pae, Finance Director
City of Lakewood
July 9, 2015
Page 3

We wish to emphasize that our services do not include an audit of the financial statements in accordance with generally accepted auditing standards, nor an expression of opinion as to their fair presentation. Further, our services are not specifically designed and cannot be relied upon to disclose defalcations or other irregularities although, if present, their discovery may result.

Our proposed fees are based on the level of services we provide to your City. The following estimate was prepared based on our recent conversation and assumes information and documents we discussed will be provided by your staff.

Our fee for preparation of the basic financial statement services will be based upon the amount of time required for such services. We have listed detailed information regarding hours and fees in the attachment. We will invoice only for the hours incurred on this engagement. Should we encounter circumstances that would increase the estimated hours, we will advise you and the increased hours would be agreed to by both parties prior to any changes. We will complete the basic financial statements and the Comprehensive Annual Financial Report by May 15th of each year under contract.

Should services other than those covered by this letter be required or requested, their extent and the additional fees will be discussed before we perform the work.

We shall be pleased to discuss this letter with you at any time and to explain the reasons for any item. We appreciate this opportunity to respond to your request for accounting services and we are looking forward to working with you and your staff on this engagement.

If the terms above are acceptable to the City of Lakewood and the services outlined are in accordance with the City's requirements, please sign the copy of this letter in the space provided and return it to us.

Sincerely,

James G. Zupka, CPA, Inc.

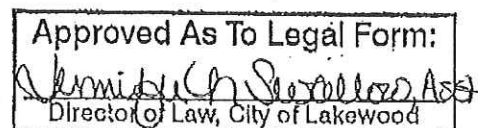
James G. Zupka, CPA, Inc.
Certified Public Accountants

Accepted by the City of Lakewood

By _____

Title _____

Date _____



SCHEDULE OF FEES

The following lists the anticipated hours and hourly rate to accomplish the proposed accounting services for the City of Lakewood for the period December 31, 2015 through December 31, 2018. These fees include implementation of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*.

<u>Staff</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Partner	10	10	10	10
Senior Accountant	140	130	130	130
Staff Accountant	50	40	40	40
Total Hours	200	180	180	180
Hourly Rate	\$ 89	\$ 90	\$ 90	\$ 91
Total Fees	<u>\$ 17,800</u>	<u>\$ 16,200</u>	<u>\$ 16,200</u>	<u>\$ 16,380</u>

May 3, 2018 2:03:30 PM EDT

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101-5001-412.30-01

☒ Account miscellaneous
☒ Budget miscellaneous
☒ Encumbrances
☒ Pre-encumbrances
☒ Transactions
☒ Detail by date
☒ Detail by code
☒ Detail by year & p
☒ Pending by date
☒ Pending by code
☒ Pending by year
☒ Procurement car

Print

Cancel

Exit

Previous acc...

Next account

2017

2019

Account activi...

Pending trans...

Images

Budget alloca...

Account information

Q Professional Services / Accounting and Auditing

Fiscal year: 2018 Dr

Budget: 60,000.00

Committed: 56,278.00

Q Balance: 3,722.00

Project Data

Project Entry Optional

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	27,639.00	27,639.00
Q 04 April	11,723.00	39,362.00
Q 05 May	.00	39,362.00

Payment information

Vendor	(* indicates pending)	Total
Q JAMES G. ZUPKA, CPA, INC.		39,362.00

Encumbrances

PO #	Vendor	Balance
Q 088282	JAMES G. ZUPKA, CPA,	15,916.00
Q 088283	TREASURER, STATE OF O	1,000.00

Pre Encumbrances

Type	Req/PO	Project	Balance
------	--------	---------	---------

Segment/Balance Details

Fund	101	General Fund	Original Budget	60,000.00
Department	50	Finance	Revised Budget	.00
Division	01	Finance	Current expenditures	11,723.00
Activity basic	41	General Government	YTD expenditures	27,639.00
Sub activity	2	General Government	Unposted expenditures	.00
Element	30	Professional Services	Encumbrances	16,916.00
Object	01	Accounting and Auditing	Unposted encumbrances	.00
			Pre-encumbrances	.00



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-18-147

May 7, 2018

Board of Control
City of Lakewood, Ohio 44107

Subject: Award Contract – Public Works Garage Roof Improvements

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Works, and the attached letter of recommendation, I am submitting for your consideration this request to award a contract to **Building Technicians Corporation** in an amount not to exceed \$255,000 to replace approximately 15,000 sq. ft. of the roof on the Public Works Garage (behind City Hall). Contract award is the base bid of \$230,900 plus contingencies.

Building Technicians Corp. to provide labor & materials for the Public Works Garage Roofing Improvements through National IPA as authorized by Lakewood Codified Ordinances §111.04, allowing the City to purchase from agencies without the necessity of bidding; ref contract #R132205.

Contracting Authority:	Ordinance 57-17 \$1,100,000
Contracting Balance:	\$1,018,815 / \$763,815
Funding:	Capital Project Fund
Account Distribution:	401-3010-470-82-20 Project #186005 \$475,000
Account Balance	\$460,800 / \$205,800
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	City Roof Improvements
Commodity Code:	968-047
Bid Reference:	National IPA

Kim Smith
Purchasing Manager

	Approved	Disapproved	Date
Joseph J. Beno PE, Director of Public Works	_____	_____	_____
Kevin M. Butler, Director of Law	_____	_____	_____
Jennifer Pae, Director of Finance	_____	_____	_____
Michael P. Summers, Mayor	_____	_____	_____



MEMORANDUM

DATE: May 3, 2018
TO: Kim Smith
FROM: Joe Beno and Kurt Matej
RE: Roofing improvements: Building Technicians Corporation

I am recommending a contract with Building Technicians Corporation in the amount of - \$255,000 (\$230,900 base price + contingency) for the replacement of approximately 15,000sf of the roof on the Public Works Garage behind city hall. The area being replaced this year is the second half of the area that was replaced last year. The scope of the work includes complete removal to the 2 roofs and insulation currently in place, replacing any metal decking as needed, installing new insulation, installing a new 2 layer built-up roof system, replacing 2 skylights, installing a metal cap over some of the coping stone on the perimeter. Building Technicians Corporation was the lowest of the 3 bidders that submitted pricing through National IPA contract # R132205.

Once I receive a cost estimate for raising the ceiling area in Fleet, I may return to the board to add another section of roof to replace on the garage if our budget allows.

Scope of Work

- Removal of the existing roof system and installation of a new Cold Applied Power Fast Modified Bitumen Roofing System by Tremco Incorporated.
- Install 1 layer of 3.3" ISO Mechanically Fastened per FM 1-90 requirements
- Install 1 layer of 1/2" HD wood fiber Mechanically Fastened per FM 1-90 requirements
- Install wood fiber cants at all curbs and walls
- Attach POWERply HE Smooth base w/2" barbed plate 18" on center (1) Weld overlap seams with leister bitumen B2 Hot Air Machine
- Adhere PowerPly Standard Cap sheet in power ply standard cold adhesive (1) Weld MB field seams with leister bitumen B2 Hot Air Machine
- Embed Tremco White TRA in White sheeting Bond and secure with term bar 8" on center (1) Three course TRA w/base layer of sheeting bond / Bur-mesh / Top Dress ELS
- Install 4" face mounted 24 ga kynar coated counter flashings at terminations not covered by coping or curbs
- Paint exposed Strip Ins and rusted equipment with Alumanation 301
- Install new 4lb Drain Leads
- Install new soil stack leads m. Install new 24 ga Kynar coated coping metal over entire perimeter.
- Raise Curbs to 8" min for flashings as needed

CERTIFIED PROPOSAL NUMBER R132205-OH-17660



Building Technicians Corp.
Roofing Contractor

ROOF REPLACEMENT PROPOSAL FORM

Building Technicians Corporation
4500 Clay St
Geneva, Ohio 44041

April 23, 2017

Mr. Joe Beno
Director of Public Works
City of Lakewood
12650 Detroit Ave.
Lakewood, OH 44107

Re: Proposal for 2018 Roofing Replacement –
NIPA Contract No. R132205-OH-17660

Dear Mr. Beno,

Having carefully examined the instructions to proposers, project specifications, drawings, supporting documents and addenda issued prior to this date, we propose to furnish all labor, materials, equipment, transportation and other services required to successfully accomplish the work in accordance with the project documents.

This proposal and any work performed related to this proposal will be provided in accordance with the project documents and the terms, conditions and criteria established by The National Intergovernmental Purchasing Association Contract No. R132205-OH-17660 . The Proposer will be solely responsible for delivering the project in accordance with NIPA Contract No. R132205-OH-17660 and the project documents.

A. Base Proposal – Roofing Replacement at Service Center Roof #2:

\$ 221,400.00

B. Add Alternate – Install Wall Panels to Roof #2 block walls:

\$ 9,500.00

C. Unit Pricing: Provide unit pricing for the following:

- | | |
|--------------------------------------|-------------|
| 1. Steel decking repair/replacement: | \$9.00 |
| 2. Roof drain replacement: | \$ 3,500.00 |
| 3. Skylight lens | \$ 800.00 |
| 4. Skylight Curb | \$ 800.00 |

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Project 186005 City Roof

Account types
Assets
Expenditures
Liabilities
Revenues
Encumbrances
Miscellaneous info
Pending transaction
Pre-encumbrances
Project detail balance

Project Information

Description: City Roof Improvements
Status: Active
Estimate: 475,000.00
Type: CP Capital Projects
Sub type: BG Building and Facilities
Start/stop dates: 1/01/2018 -
1st month of FY: 00
Source of funds:

Project Code

There are no user defined code fields for this project

Project Year-to-Date

FY	2018	Balance	474,550.00
Budget:		475,000.00	
Actual:		450.00	
Unposted:		.00	
Pre-encumbrance:		.00	
Encumbrance:		.00	
Pending:		.00	

Project Life-to-Date

FY(s)	0000 - 9999	Balance	474,550.00
Budget:		475,000.00	
Actual:		450.00	
Unposted:		.00	
Pre-encumbrance:		.00	
Encumbrance:		.00	
Pending:		.00	

Print
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Exit
Next project
Previous proj...
2017
2019
Project activit...
Change balan...

Account Number	Description	Budget	Actual
401-3010-470.82-20	Roof/Struct Renovation	475,000.00	450

May 3, 2018 4:03:12 PM EDT

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Include Encumbrance

Project Account Inquiry

Project: 186005
Account number: 401-3010-470.82-20
Account description: Roof/Struct Renovation

Fiscal year:

Go To

Fiscal Year	Budget	YTD	Balance
2018	475,000.00	14,200.00	460,800.00

OK
Cancel
Exclude encumb...

ORDINANCE NO: 43-17

BY: Anderson, Bullock, Litten, Marx,
Nowlin, O'Leary, O'Malley.

AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least five (5) members of Council otherwise, it shall take effect and be in force after the earliest period allowed by law, authorizing the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to enter into contracts for professional services, and to advertise for bids and enter into contracts for the purchase of repair maintenance and operating supplies, services and equipment as authorized by the 2018 Appropriation Ordinance and the Administrative Code of the City of Lakewood with the lowest and best bidder or bidders or as otherwise provided by law.

WHEREAS, this Council desires to provide the authorization to the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to enter into contracts for professional services, and to advertise for bids and enter into contracts for the purchase of repair maintenance and operating supplies, services and equipment as authorized by the 2018 Appropriation Ordinance and the Administrative Code of the City of Lakewood with the lowest and best bidder or bidders or as otherwise provided by law; and

WHEREAS, this Council by a vote of at least five (5) of its members determines that this ordinance is an emergency measure, and that this ordinance shall take effect at the earliest date possible as set forth in Article III, Sections 10 and 13 of the Second Amended Charter of the City of Lakewood, and that it is necessary for the immediate preservation of the public peace, property, health and safety, and to provide for the usual daily operation of municipal departments in that delay could impair the City's ability to provide necessary services in a timely manner for fiscal year 2018, now, therefore,

BE IT ORDAINED BY THE CITY OF LAKEWOOD, STATE OF OHIO

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager be and are hereby authorized and directed to enter into a contract or contracts for supplies, services and equipment with the lowest and best bidder or bidders or as otherwise provided by law, as follows:

Professional services contracts included in the 2018 Budget are as follows:

1) Legal Services.....	225,000
2) Recodification of Ordinances.....	12,500
3) Financial Audit.....	75,000
4) Hospitalization and Health Care Benefit Consulting Services.....	40,000

5) Consultant for Workers Compensation.....	30,000
6) Risk Management Consulting Services.....	15,000
7) Healthcare, Physicals, Drug & Alcohol Testing.....	25,000
8) Employee Assistance Program.....	15,000
9) Supervisor / Manager / Employee Training.....	125,000
10) Exams for Classified Positions.....	75,000
11) Housing and Building Plans Examinations.....	75,000
12) Lakewood Jail Medical Services.....	50,000
13) Band Concerts.....	15,000
14) Municipal Engineering Consultant.....	80,000
15) Debt Issuance Costs.....	100,000
16) Integrated Wet Weather Plan Professional Services.....	750,000
17) Administrative Professional Services.....	300,000
18) Professional Services related to Lakewood Hospital.....	500,000
Sub-Total	\$2,507,500

Services contracts included in the 2018 Budget are as follows:

1) Government Agreements (WEB).....	115,000
2) Government Agreements (Bd of Ed/Pool).....	800,000
3) Financial Institution Service Charges.....	60,000
4) Electronic Payment Services.....	250,000
5) Property & Liability Insurance Contracts.....	500,000
6) Workers' Comp Stop Loss Insurance.....	90,000
7) Life Insurance.....	20,000
8) Hospitalization and Health Care Benefit Services.....	8,500,000
9) Medical Claims Billing Service.....	100,000
10) Sentenced Prisoners Full Jail Service.....	200,000
11) Home Delivered Meals.....	47,500
12) Distribution System Leak Survey.....	25,000
13) Disposal of Screenings and Grit (WWTP).....	10,000
14) Excavation Spoils Removal.....	100,000
15) Roll of Box for Street Sweeping.....	60,000
16) Solid Waste Disposal Site.....	900,000
17) Organic Waste Disposal.....	30,000
18) Waste Collections - Condominiums.....	105,000
19) Biosolids Disposal.....	105,000
20) Roll-Off Box for Construction Debris.....	65,000
21) Site to Receive & Process Yard Waste.....	45,000
22) Lab Analysis Service.....	25,000
23) Citywide Computer Hdw'r Op. Sys., & Software Maint Contracts.....	550,000
24) Communications Services.....	100,000
25) Water Meter Program Maintenance.....	25,000
26) Telephone Service.....	95,000

27) Cellular Phone Service	250,000
28) HVAC Maintenance	125,000
29) Elevator Maintenance	25,000
30) Fire Alarm Maintenance	50,000
31) Copier Maintenance Service	25,000
32) Postage, Mailing Services, Equipment Lease/Maintenance	250,000
33) Rental and Laundry of Uniforms	35,000
34) Advertising	30,000
35) Printing Services	165,000
36) CRIS/LEADS Fees	20,000
37) Parking Citation Billing Service	50,000
38) Fireworks Display	40,000
39) Transportation Services	65,000
Sub-Total	\$14,052,500

Materials, supplies, and equipment authorized for purchase under the 2018 Budget are as follows:

1) Sand and Aggregate	45,000
2) Concrete Supplies	50,000
3) Asphalt Materials	50,000
4) Asphalt Cold Patch	25,000
5) Crack Sealant	40,000
6) Road Salt (Sodium Chloride)	300,000
7) Fire Hydrants, Sewer and Water Apparatuses	100,000
8) Water Meter Supplies & Materials	40,000
9) Sign Shop-Supplies, Blanks & Reflective Material	195,000
10) Polymer Flocculants	30,000
11) Wastewater Treatment Chemicals	125,000
12) Tires and Road Service	85,000
13) Automotive Repairs, Parts and Supplies	600,000
14) Oil and Lubricants	40,000
15) Fuel (Gasoline and Diesel)	500,000
16) Purchase of Uniforms and Gear - Public Works	20,000
17) Electrical Supplies	50,000
18) Hardware Supplies	45,000
19) Janitorial Supplies	50,000
20) Landscape Materials	30,000
21) Lumber Supplies	100,000
22) Plumbing Supplies	40,000
23) Pool Supplies - Chemicals	45,000
24) Small Tools and Equipment	130,000
25) Prisoner Food Supplies	35,000
26) Purchase Uniforms & Gear - Safety Forces	75,000


27) Ammunition	30,000
28) Office Supplies	40,000
29) Computer Supplies	10,000
30) Computer Software	45,000
31) Communications Equipment	75,000
32) Paper Supplies	15,000
33) Lease Copier Equipment	35,000
34) Subscriptions/Publications	30,000
35) Reforestation	200,000
36) Police Operating Equipment	150,000
37) Fire/EMS Operating Equipment	150,000
38) Waste Water Treatment Plant Operating Equipment	100,000
39) Fitness Equipment/Devices	30,000
Sub-Total	\$3,755,000
Total	\$20,315,000

Section 2. That, contracts for supplies, services and equipment in excess of \$7,500 and for professional services in excess of \$5,000 shall not be awarded except as approved herein or further approved by Resolution of Council.

Section 3. It is found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 4. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare in the City and for the usual daily operation of the City for the reasons set forth and defined in the preamble, and provided it receives the affirmative vote of at least five (5) members of Council, this ordinance shall take effect and be in force immediately upon its adoption by the Council and approval by the Mayor otherwise, it shall take effect and be in force after the earliest period allowed by law.

Adopted: December 14, 2017


Mayor


Clerk

Approved: December 20, 2017

READ & REFERRED TO THE FINANCE COMMITTEE
11/201/17. 3SECOND READING 12/4/17.

ORDINANCE NO. 54-17:

BY: Anderson, Bullock, Litzen, Marx, Nowlin,
O'Leary, O'Malley.

AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least five (5) members of Council, or otherwise to take effect and be in force after the earliest period allowed by law, authorizing and directing the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to advertise for bid and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood for Parks & Pools Improvements in accordance with the Administrative Code of the City of Lakewood, contracts not to exceed the specified amounts shown without separate resolution of Council.

WHEREAS, this Council by a vote of at least five (5) of its members determines that this ordinance is an emergency measure, and that this ordinance shall take effect at the earliest date possible as set forth in Article III, Sections 10 and 13 of the Second Amended Charter of the City of Lakewood, and that it is necessary for the immediate preservation of the public peace, property, health and safety, and to provide for the usual daily operation of municipal departments in that certain capital improvements projects are to be undertaken beginning on or after January 1, 2018 in accordance with the Capital Improvement Plan for fiscal year 2018; now, therefore

BE IT ORDAINED BY THE CITY OF LAKEWOOD, OHIO:

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to engage architectural and/or engineering firms to provide professional services for the design, preparation of specifications, construction inspection, contract administration and to advertise for bids and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood, for the following Infrastructure Improvements, contracts not to exceed the specified amounts shown, except as hereinafter provided:

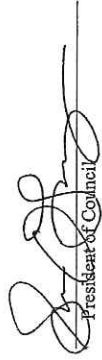
Parks & Pools Improvement	\$750,000
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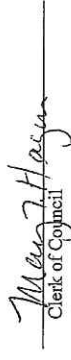
Section 2. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to enter into contracts as set forth above in amounts not to exceed the specified amounts without further action from Council; and to enter into contracts in excess of specified amounts only upon consent of Council evidenced by adoption of a resolution specifying the authorized amount.

Section 3. It is found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 4. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare in the City and for the usual daily operation of the City for the reasons set forth and defined in the preamble, and provided it receives the affirmative vote of at least five (5) members of Council, this ordinance shall take effect and be in force immediately upon its adoption by the Council and approval by the Mayor otherwise, it shall take effect and be in force after the earliest period allowed by law.

Adopted: December 18, 2017


President of Council


Clerk of Council

Approved: December 20, 2017

Mayor

ORDINANCE NO. 50-17

BY: Anderson, Bullock, Litten, Marx,
Nowlin, O'Leary, O'Malley.

AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least five (5) members of Council, or otherwise to take effect and be in force after the earliest period allowed by law, authorizing and directing the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to advertise for bid and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood for the Water System Replacement Program in accordance with the Administrative Code of the City of Lakewood, contracts not to exceed the specified amounts shown without separate resolution of Council.

WHEREAS, this Council by a vote of at least five (5) of its members determines that this ordinance is an emergency measure, and that this ordinance shall take effect at the earliest date possible as set forth in Article III, Sections 10 and 13 of the Second Amended Charter of the City of Lakewood, and that it is necessary for the immediate preservation of the public peace, property, health and safety, and to provide for the usual daily operation of municipal departments in that certain capital improvements projects are to be undertaken beginning on or after January 1, 2018 in accordance with the Capital Improvement Plan for fiscal year 2018; now, therefore

BE IT ORDAINED BY THE CITY OF LAKEWOOD, OHIO:

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to engage architectural and/or engineering firms to provide professional services for the design, preparation of specifications, construction inspection, contract administration and to advertise for bids and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood, for the following Infrastructure Improvements, contracts not to exceed the specified amounts shown, except as hereinafter provided:

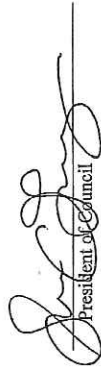
Water System Replacement Program \$3,500,000

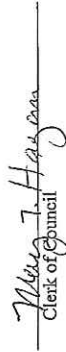
Section 2. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to enter into contracts as set forth above in amounts not to exceed the specified amounts without further action from Council; and to enter into contracts in excess of specified amounts only upon consent of Council evidenced by adoption of a resolution specifying the authorized amount.

Section 3. It is found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 4. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare in the City and for the usual daily operation of the City for the reasons set forth and defined in the preamble, and provided it receives the affirmative vote of at least five (5) members of Council, this ordinance shall take effect and be in force immediately upon its adoption by the Council and approval by the Mayor otherwise, it shall take effect and be in force after the earliest period allowed by law.

Adopted: December 14, 2017


President of Council


Clerk of Council

Approved: December 20, 2017


Mayor

READ & REFERRED TO THE FINANCE COMMITTEE
11/20/17. SECOND READING 12/4/17.

ORDINANCE NO. 57-17

BY: Anderson, Bullock, Litten, Marx, Nowlin,
O'Leary, O'Malley.

AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least five (5) members of Council, or otherwise to take effect and be in force after the earliest period allowed by law, authorizing and directing the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to advertise for bid and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood for **Buildings & Facilities Improvements** in accordance with the Administrative Code of the City of Lakewood, contracts not to exceed the specified amounts shown without separate resolution of Council.

WHEREAS, this Council by a vote of at least five (5) of its members determines that this ordinance is an emergency measure, and that this ordinance shall take effect at the earliest date possible as set forth in Article III, Sections 10 and 13 of the Second Amended Charter of the City of Lakewood, and that it is necessary for the immediate preservation of the public peace, property, health and safety, and to provide for the usual daily operation of municipal departments in that certain capital improvements projects are to be undertaken beginning on or after January 1, 2018 in accordance with the Capital Improvement Plan for fiscal year 2018; now, therefore

BE IT ORDAINED BY THE CITY OF LAKEWOOD, OHIO:

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to engage architectural and/or engineering firms to provide professional services for the design, preparation of specifications, construction inspection, contract administration and to advertise for bids and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood, for the following Infrastructure Improvements, contracts not to exceed the specified amounts shown, except as hereinafter provided:

Buildings & Facilities Improvements \$1,100,000

Section 2. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to enter into contracts as set forth above in amounts not to exceed the specified amounts without further action from Council; and to enter into contracts in excess of specified amounts only upon consent of Council evidenced by adoption of a resolution specifying the authorized amount.

Section 3. It is found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council,

and that all such deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 4. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare in the City and for the usual daily operation of the City for the reasons set forth and defined in the preamble, and provided it receives the affirmative vote of at least five (5) members of Council, this ordinance shall take effect and be in force immediately upon its adoption by the Council and approval by the Mayor otherwise, it shall take effect and be in force after the earliest period allowed by law.

Adopted: December 18, 2017


President of Council


Clerk of Council

Approved: December 20, 2017


Mayor